

****This is only a preview of the exam questions. To take the actual exam, please go back to the official bulletin, and click the link at the bottom.****

EXAM QUESTIONS: Attorney 3

In the following pages you will self-rate your knowledge and experience in specific job-related actions, using the rating scales below.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the two scales provided.

IMPORTANT NOTE: In responding to each statement, you may refer to your **WORK EXPERIENCE** (public or private) whether paid or volunteer (e.g., law clerk, internships, etc.), **FORMAL EDUCATION**, **FORMAL TRAINING COURSES**, **ADVOCACY TRAINING** (e.g., Moot Court, Mock Trial, Jessup Court, Trial Advocacy).

SCALE DESCRIPTIONS

Scale #1 Knowledge related to performing this action:

•Extensive knowledge

I possess an advanced knowledge level to the extent that I could effectively perform this action under the majority of circumstances or situations encountered; and I could instruct others on specific aspects of this action.

•Moderate knowledge

I possess a sufficient knowledge level that would allow me to perform this action successfully.

•Limited knowledge

I have some knowledge of how to perform this action, but may require additional instruction to apply my knowledge effectively.

•No knowledge

I have no knowledge of how to perform this action or what it may entail.

Scale #2 Experience related to performing this action:

•Extensive experience

I have performed this action on many occasions or over a long period of time.

•Moderate experience

I have performed this action multiple times or over a moderate period of time, and could effectively perform this action if required.

•Limited experience

I have performed this action before but would still be considered a beginner by others in the field, and would likely require assistance for successful performance.

•No experience

I have never performed this action.

Written Communication:

1. Preparing, reviewing, editing and/or approving a wide range of documents (e.g., discovery, pleadings, motions, briefs, opinions, memoranda, contracts, regulations, legislation) with proper content, legal and factual analysis, tone, organization, grammar, format, and terminology.
2. Preparing, editing, reviewing and/or approving policy, informational documents or matters with proper content, legal and factual analysis, tone, organization, grammar, format, and terminology to provide information/recommendations to appropriate decision makers.
3. Preparing, editing, reviewing and/or approving correspondence (including email) or matters on behalf of various individuals (e.g., executive management, clients).

Oral Communication:

4. Communicating verbally with support staff (e.g., legal secretaries, office assistants, etc.) taking into consideration workload, pending deadlines and other issues when assigning appropriate types and levels of tasks and to follow up to ensure the completion of assigned tasks.
5. Communicating verbally with less experienced attorneys or paraprofessionals regarding legal issues, policies, individual cases, and other matters to complete work.
6. Communicating verbally with colleagues and peers regarding complex legal issues, policies, individual cases, or other matters to complete work.
7. Communicating verbally with members of the public (e.g., community organizations, customer base, other stakeholders) to provide and receive information and concerns regarding cases, issues, and/or legal principles in plain language.

Case/Assignment Communication:

8. Communicating verbally with immediate supervisor or senior managers to provide updates or recommendations and/or seek guidance and feedback on substantive and/or procedural issues and strategies.

9. Interviewing clients or witnesses to gather facts and/or prepare them for appearance before various forums (e.g., governmental, judicial or private sector entities).
10. Communicating verbally with external stakeholders (e.g., outside counsel, legislative staff, other agencies' personnel, customers) regarding substantive and/or procedural issues arising from the case or matter to advance and/or resolve the case or matter.
11. Making oral presentations and/or arguments to a decision-maker, judicial, governmental, or private sector entity regarding the facts or legal issues to achieve a desired result.
12. Conferring with clients and/or colleagues to make legal, strategic, tactical, and policy recommendations.
13. Representing or advising public or private clients in transactions, and/or administrative, legislative, or judicial proceedings.
14. Negotiating legal issues (e.g., settlements, admissibility of evidence, contracts, legislation) on behalf of the client and/or agency.

Research and Analysis:

15. Researching complex legal and/or factual matters using both book-based and computer-based resources.
16. Researching complex issues to determine the relevant facts and applicable legal authority in a particular case or matter.
17. Locating and researching department, agency, and/or private client legal opinions, published annotations, policies, decisions, and/or recommendations, to review for consistency and relevancy.
18. Reviewing documents and/or communications (e.g., pleadings, internal memos, agency reports, constituent/client letters, email) to identify legal issues and risks and recommend the appropriate course of action based on analysis of the facts and applicable law.
19. Evaluating evidence or facts to identify legal research, factual investigations, or other inquiries relevant to supporting or opposing a legal theory or claim.
20. Assimilating useful information from a large volume of documents to extract and prioritize information relevant to a case or other matter.

Workload Management and Decision Making:

21. Developing strategies to resolve the case and/or matter in a manner most favorable to the client and/or agency.
22. Prioritizing tasks and/or developing timelines for a case or legal matter.
23. Managing and meeting timelines for cases or matters.

24. Identifying and utilizing experts, investigators, paralegals, and/or other individuals to ensure issues raised by cases/matters are adequately explored and addressed.
25. Identifying applicable rules, laws, and policies of an agency or private client in determining how to proceed with the case, matter, or policy.
26. Determining the strengths and weaknesses of the case, matter, or policy based on applicable rules and laws.
27. Handling unexpected developments (e.g., short deadlines, administrative obstacles, limited resources, external events) that impact current work assignments.
28. Using computers and other technology effectively (e.g., to create documents, keep records, communicate with others).
29. Completing multiple projects within appropriate time frames while maintaining a high level of work performance.
30. Working independently while producing high quality work products and meeting deadlines.

Interpersonal Attributes:

31. Applying professional ethical rules as they relate to the practice of law.
32. Communicating with and treating others with professionalism, respect, courtesy, and tact.
33. Working collaboratively with others in a team environment.
34. Maintaining confidentiality and exercising discretion in the dissemination of information.